



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
Analytical Division/ Surplus Lines
500 James Robertson Parkway, 4th Floor
Nashville, TN 37243
(615) 741-1756**

PROCEDURES FOR FILING SURPLUS LINES AFFIDAVITS AND PAYING TAXES

The SL 2 affidavit (form IN 0128) must be completed and **filed in duplicate** (original and 1 copy) for each surplus lines policy written. All fees charged the insured are included in the premium.

The SL 2 is due within 30 days of the effective date of the policy.

You must complete an affidavit for any endorsements, providing all information. **If you are filing a credit you must attach a copy of the original “filed” debit affidavit with the credit.**

If the policy is through Underwriters at Lloyd’s of London you must attach the syndicate number(s). If it is through Inex Insurance Exchange you must provide the syndicate name.

The SL 3 form (IN0129) must be completed and sent with all tax payments.

**Taxes are due by September 1 for all filings received Jan. 1 thru June 30
Taxes are due by March 1 for all filings received July 1 thru Dec. 31**

If you have any questions concerning this matter, or need help in filling out the forms please call.

Linda Railey
Accounting Tech 2
Surplus Lines